

Indiana Housing and Community Development Authority

2008 Combined RHTC with HOME / CDGB / Trust Fund Owner Certification Checklist

Year of Owner Certification _____

Property Name _____

Building Identification Number(s) (BIN): _____

(Please list additional BINs on a separate piece of paper and attach)

Award Number(s) (HOME, CDBG, Trust Fund): _____

____ 1. Completed Certification of Compliance – signed by an authorized
signatory and notarized

____ 2. Completed Development and Building Information Form

____ 3. Completed Consolidated Annual Beneficiary Report

- ☐ Submitted through IHCDCA Compliance Reporting Website (\$22.00 per TC unit,
\$180.00 minimum; \$6,000 maximum)
- ☐ Submitted on paper and attached to Owner Certification of Compliance (\$27.00 per
TC unit, \$230.00 minimum; \$7,000 maximum)

____ 4. Completed Utilities Information Form

____ 5. Supporting Documentation for Utility Allowance

____ 6. Annual Monitoring Fee

(Tax Credits First Year Reporting)

If this is the initial year of certification, the following information must also be submitted to
IHCDCA:

____ 7. Affirmative Fair Housing Marketing Plan

____ 8. A Copy of Completed and Signed IRS Form 8609 for each Building
(Part II 7a – 10d of Form 8609)

____ 9. Property Directional Form

____ 10. Authorized Signatory Form

Indiana Housing and Community Development Authority
2008 Combined RHTC with HOME, CDBG, or Trust Fund
Annual Owner Certification of Compliance

The undersigned, having been allocated:

Rental Housing Tax Credits pursuant to Section 42 of the Internal Revenue Code of 1986, as amended (the "Code") and having executed a "Declaration of Extended Rental Housing Commitment" pursuant to the allocation with the Indiana Housing and Community Development Authority, the housing credit agency for the State of Indiana (the "Authority"); and/or

HOME Investment Partnerships Program funds (the "HOME funds") pursuant to Title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, (the "Act") through the Indiana Housing and Community Development Authority, the HOME administration agency for the State of Indiana (the "IHCD"); and/or

Community Development Block Grant funds (CDBG) pursuant to Title I of the Housing and Community Development Act of 1974, as amended, 42 U.S.C. 5301, through the Indiana Housing and Community Development Authority, the CDBG housing administration agency for the State of Indiana; and/or

Low Income Housing Trust Fund (Trust Fund) as created and authorized by Indiana Code 5-20-4-1 et seq and administered by the Indiana Housing and Community Development Authority, a corporate body politic of the State of Indiana.

For the purpose of purchasing, constructing, and/or improving a certain low-income rental housing development (the "Development"), and pursuant to the monitoring requirements of the Code and all regulations promulgated thereunder, as applicable, and of the Authority and the requirements of the Act and all regulations promulgated thereunder, as applicable, does hereby certify as follows:

- (i) The Development consist of the following:

Rental Housing Tax Credits

Building Identification Number (BIN)	Name of Development	Date First Placed in Service	First Year Credits were Claimed

HOME

Award Identification Number	Name of Development (if applicable)

CDBG Only

Award Identification Number	Name of Development (if applicable)

Trust Fund Only

Award Identification Number	Name of Development (if applicable)

(ii) The Development:

Total Units in Development:	
Total Low-Income Units:	
Total Vacant Units as of December 31 st	

Rental Housing Tax Credits:

Meets the Minimum Set Aside requirements of the (mark appropriate box): ☐ 20/50 test; ☐ 40/60 test; or ☐ 15/40 test under Section 42 of the Code. This election should be the same as that which is elected by the owner set forth on IRS Form 8609.

☐ There was no change in the applicable fraction as defined in the Code of any building in the Development; or ☐ there was a change, in the applicable fraction and a description of that change is attached to this certification.

HOME Investment Partnerships:

Has benefited from federal HOME funds. Of _____ total units in the Development, _____ are HOME-assisted and _____ are HOME-eligible, but non-HOME-assisted. All of these units have been and are being occupied and managed in accordance with all applicable HOME and IHCD requirements.

CDBG Funds:

Has benefited from federal CDBG funds. Of _____ total units in the Development, _____ are CDBG assisted. All of these units have been and are being occupied and managed in accordance with all applicable CDBG and IHCD requirements.

Housing Trust Fund:

Has benefited from State Housing Trust Fund funds. Of _____ total units in the Development, _____ are Housing Trust Fund assisted. All of these units have been and are being occupied and managed in accordance with all applicable Trust Fund and IHCD requirements.

- (iii) The undersigned has received an annual income certification form from each tenant occupying an RHTC, HOME-assisted, and/or HOME-eligible, CDBG or Trust Fund unit in the Development and sufficient documentation to support that certification; and/or
- (iv) Each RHTC, HOME-assisted and/or HOME-eligible, CDBG or Trust Fund unit in the Development was restricted as provided under the Code and/or Act.
- (v) The Development is in continuing compliance with all promises, covenants, set-asides and agreed upon restrictions as set forth in the application for Credits, HOME, CDBG or Trust Fund funds for the Development.
- (vi) All units in the Development are for use by the general public and are used on a non-transient basis (except for units located in a building whose primary purpose is transitional housing for homeless as allowed for in the Code or the HOME, CDBG or Trust Fund program, whichever program is applicable).

Also, the owner has not refused to lease a unit in the development to a Section 8 applicant because the applicant holds a Section 8 voucher or certificate.

Additionally, please mark the appropriate certification:

☐ No finding of discrimination under the Fair Housing Act, 42 U.S.C. 3501-3619, has occurred for this development. A finding of discrimination includes an adverse final decision by the Secretary of Housing and Urban Development (HUD), 24 CFR 180.680, and adverse final decision by a substantially equivalent state of local Fair Housing agency, 42 U.S.C. 3616a(a)(1), or an adverse judgment from a Federal court.

☐ A finding of discrimination under the Fair Housing Act, 42 U.S.C. 3601-3619, has occurred & the owner has **attached documentation of the findings to this certification.**

(vii) Please mark the appropriate certification(s):

☐ All units in the Development are suitable for occupancy, taking into account all federal, state, and local health, safety, and building (or other habitability standards), and the state or local unit responsible for making building code inspections did not issue a report of a violation for any building or low-income unit in the Development.

☐ The state or local unit responsible for making building code inspections issued a report of a violation for any building or low-income unit in the Development during the certification year. **Documentation of the violations is attached to this certification.**

☐ **For HOME, CDBG and Trust Fund**, fair housing, equal employment opportunity, and lead-based paint informational posters, as required by IHCD, are conspicuously displayed at the Development. Additionally, each beneficiary of the CDBG and HOME assistance has been given lead-based paint and fair housing brochures as required by IHCD. Documentation of each beneficiary's receipt of the brochures is being maintained throughout the affordability period and is available for inspection by IHCD and/or HUD.

(viii) Please mark the appropriate certification::

☐ The Development includes less than five (5) RHTC, HOME-assisted, or HOME-eligible rental units under common ownership or developed by a single entity; therefore, IHCD's HOME and/or Affirmative Marketing Procedures are not applicable.

☐ The Development includes five (5) or more RHTC, HOME-assisted, or HOME-eligible rental units under common ownership or developed by a single entity; subsequently, the owner utilized the following affirmative marketing practices in soliciting renters, determining their eligibility, and concluding all transactions:

- (1) Advertising of vacant units includes the Equal Housing Opportunity logo or slogan or both. (Advertising media may include, but is not limited to, newspapers, radio, television, brochures, leaflets, or an on-site sign);
- (2) Applications for vacant units are solicited from persons in the housing market who are least likely to apply for the RHTC, HOME assisted, and/or HOME-eligible housing without the benefit of special outreach efforts. (In general, persons who are not of the race/ethnicity of the residents of the neighborhood in which the RHTC and/or HOME-assisted unit is located shall be considered those least likely to apply);
- (3) The local housing market has been analyzed to identify those persons who are least likely to apply and then specific marketing techniques have been

formulated to reach the persons identified. (Resources for this targeted outreach may include, but are not limited to, community organizations, places of worship, employment centers, fair housing groups, housing counseling agencies, and social service centers);

- (4) The housing market has been re-assessed at least annually to determine persons who are least likely to apply for housing;
- (5) Each year, the marketing techniques utilized in the previous year have been analyzed to determine effectiveness in reaching those persons identified. Based on the annual analysis, marketing efforts have been modified to increase participation from those persons identified as being least likely to apply for housing.
- (6) A file documenting all marketing efforts (i.e., copies of newspaper ads, memos of phone calls, copies of letters, etc.) is being maintained throughout the Development's affordability period, compliance period, and/or extended use period and is available for inspection by IHCD, HUD, and/or the Internal Revenue Service (IRS).
- (7) Each beneficiary of the HOME assistance has been given a fair housing brochure. Documentation of each beneficiary's receipt of the brochure is being maintained throughout the affordability period and is available for inspection by IHCD or HUD.
- (8) A listing is being maintained of all residents of RHTC, HOME-assisted, and/or HOME-eligible units from the time of application submittal through the end of the affordability period, compliance period, and/or extended use period. This list includes but is not limited to each resident's age, race, sex, and income and is available for inspection by IHCD, HUD or the IRS.

(ix) Please mark the appropriate certification(s) regarding eligible basis:

- ☐ There has been no change in the eligible basis of any building in the Development (as defined by the Code);
- ☐ There has been a change in the eligible basis of the building in the Development (as defined by the Code). **Documentation setting forth the nature and amount of such a change (i.e. a common area has become commercial space, or a fee is now charged for a tenant facility formerly provided without charge) is attached to this certification.**
- ☐ All tenant facilities included in the eligible basis of the Development under the Code, such as swimming pools, recreational facilities, and parking areas, are provided on a comparable basis without charge to all tenants of the Development.

(x) Please mark the appropriate certification:

- ☐ No RHTC, HOME-assisted and/or HOME-eligible, CDBG or Trust Fund units in the Development became vacant during the applicable reporting period.
- ☐ One or more RHTC, floating HOME-assisted and/or floating HOME-eligible CDBG or Trust Fund units in the Development became vacant during the applicable reporting period. Reasonable efforts were or are being made to

rent such units or the next available (if HOME units are floating) unit or units of comparable size in the building to tenants having qualifying income.

- (xi) Please mark the appropriate certification: (Complete the section for each funding source)

Rental Housing Tax Credit Developments

☐ No tenant of any RHTC unit experienced an increase in income above the limit allowed in Section 42(g)(2)(D)(ii).

☐ Income of tenants of an RHTC unit in the Development increased above the limit allowed in Section 42(g)(2)(D)(ii) of the Code, and the next available unit of comparable or smaller size in the Development was or will be rented to tenants having a qualifying income.

HOME Investment Partnerships Developments

☐ No tenant of any HOME-assisted or HOME-eligible unit in the Development has experienced an increase in income above Sixty percent (60%) of Area Median Income, as defined by the U.S. Department of Housing and Urban Development.

☐ No tenant of any HOME-assisted or HOME-eligible units in the Development have experienced an increase in income above Eighty percent (80%) of Area Median Income, as defined by the U.S. Department of Housing and Urban Development, during the applicable reporting period. Such units are in temporary noncompliance with HOME program requirement. Since the HOME-assisted or HOME-eligible units are designated as “fixed” for purposes of the HOME program, such units will remain in temporary non-compliance until the current tenants choose to move from the units and the vacancies are filled with tenants having a qualifying income. Tenants occupying units of temporary noncompliance pay as rent the lesser of the amount payable by the tenant under State or local law or 30% of the family’s adjusted income, except that tenants of HOME-assisted units that have been allocated low-income housing tax credits by IHCD pursuant to Section 42 of the Internal Revenue Code of 1986 (26 U.S.C. 42) must pay rent governed by Section 42.

☐ One or more tenants of HOME-assisted or HOME-eligible units in the Development have experienced an increase in income above Eighty percent (80%) of Area Median Income, as defined by the U.S. Department of Housing and Urban Development, during the applicable reporting period. Such units are in temporary noncompliance with HOME program requirements. Since the HOME-assisted or HOME-eligible units are designated as “floating” for purposes of the HOME program, the next available unit or units of comparable size, features, and number of bedrooms in the Development has been or will be rented to tenants having a qualifying income. Tenants occupying units of temporary noncompliance pay as rent the lesser of the amount payable by the tenant under State or local law or 30% of the family’s adjusted income, except that tenants of HOME assisted units that have been allocated low-income housing tax credits by IHCD pursuant to Section 42 of the Internal Revenue Code of 1986 (26 U.S. C 42) must pay rent governed by Section 42. Since these units are designated as “floating” for purposes of the HOME program, tenants who no longer qualify as low-income are not required to pay as rent an amount that exceeds the market rent for comparable, unassisted units in the neighborhood.

CDBG and Trust Fund Developments

☐ No tenant of any CDBG or Trust Fund units in the Development have experienced an increase in income above Eighty percent (80%) of Area Median Income, as defined by the U.S. Department of Housing and Urban Development, during the applicable reporting period. Such units are in temporary noncompliance with CDBG and Trust Fund program requirement. Such units will remain in temporary non-compliance until the current tenants choose to move from the units and the vacancies are filled with tenants having a qualifying income. Tenants occupying units of temporary noncompliance pay as rent the lesser of the amount payable by the tenant under State or local law or 30% of the family's adjusted income.

- (xii) The Development has at least on (1) smoke detector on each level of the rental dwelling unit.
- (xiii) **For HOME, CDBG and Trust Fund Developments only**, the lease between the tenant and the owner of the HOME-assisted or HOME-eligible rental housing is not for less than one year, unless by mutual agreement between the tenant and the owner.

For RHTC Developments only, the lease between the tenant and the owner of the RHTC rental housing is not for less than six months, unless the building's primary use is transitional housing or the unit is single room occupancy.
- (xiv) **For HOME, CDBG and Trust Fund Developments only**, the lease between the tenant and the owner of the HOME-assisted or HOME-eligible rental housing does not contain any of the prohibited lease terms as set forth in 24 CFR 92.253(b).
- (xv) **For HOME, CDBG and Trust Fund Developments only**, the owner of the HOME-assisted or HOME-eligible rental housing has adopted written tenant selection policies in accordance with 24 CFR 92.253(d).
- (xvi) **For HOME, CDBG and Trust Fund Developments only**, the owner has not terminated the tenancy or refused to renew the lease of a tenant of HOME-assisted or HOME-eligible rental units except for serious or repeated violations of the terms and conditions of the lease; for violation of applicable Federal, State, or local law; for completion of the tenancy period for transitional housing; or for other good cause.
- (xvii) **For HOME, CDBG and Trust Fund Developments only**, when terminating or refusing to renew tenancy, the owner has served written notice upon the tenant specifying the grounds for the action at least 30 days before the termination of the tenancy.
- (xviii) The Development is otherwise in compliance with the Code and/or the Act, including any IRS and/or HUD Regulations pursuant thereto, and applicable laws, rules, regulations, and ordinances.
- (xix) The Development is in continuing compliance with the Declaration of Extended Rental Housing Commitment applicable to the Development and filed in the office of the Recorder of the applicable County in the State of Indiana; and

(xx) There have been no changes in the ownership entity or if there have been, IHCD A has been provided with all details and all necessary documentation.

Each person signing on behalf of the undersigned entity certifies that (a) he/she, personally, is fully empowered and duly authorized by any and all necessary action or consent required under any applicable articles of incorporation, bylaws, partnership agreement, articles of organization, operating agreement or other agreement applicable to the owner to execute and deliver this certification for and on behalf of the undersigned; (b) the undersigned entity has full capacity, power and authority to enter into and execute this certification for and on behalf of the owner; (c) this certification has been duly authorized, executed and delivered; (d) this certification and any attachments, including the Development Compliance Tenant Report (may be submitted through IHCD A's automated compliance reporting system) are true, accurate, complete, and made under penalty of perjury.

The undersigned has executed this certification this _____ day or _____, 200____.

(Printed/typed name Chief Executive Officer)

By: _____
(Signature of Chief Executive Officer)

Title: _____
(Title of the Chief Executive Officer within the Ownership entity)

Attest:

STATE OF INDIANA)
)SS:
COUNTY OF _____)

Before me, a Notary Public in a for said County and State, appeared _____ the _____ of _____, and who being duly sworn acknowledged the execution of the foregoing Certification of Compliance as his/her free and voluntary act and deed.

Witness my hand and Notarial Seal the _____ day of _____ 200____.

My Commission expires

Notary Public

My County of Residence

Printed Name

Indiana Housing and Community Development Authority

Rental Housing Development and Building Information Combined Properties

Year of Owner Certification 2008

Development Information:

Building Identification Number(s) _____

*List additional BINs on a separate piece of paper and attach _____

Development Name: _____

Development Address: _____

Development City/State/Zip: _____

Development Telephone Number: _____

Development County: _____

Development Contact Name: _____

Development Contact E-mail: _____

Has any Building or Address information changed since last submission, ☐ Yes, ☐ No, If yes please attach a description of changes.

Owner Information:

Development Ownership Entity: _____

Ownership Tax ID Number (TIN): _____ (must coorespond with TIN on IRS Form 8609)

Contact Person: _____
(must be owner, partner, or member of the partnership)

Owner Address: _____

Owner City/State/Zip: _____

Owner Telephone Number: _____

Owner Fax Number: _____

Owner e-mail: _____

Management Information:

Management Company: _____

Management Contact Person: _____

Management Address: _____

Management City/State/Zip: _____

Management Telephone Number: _____

Management Fax Number: _____

Management e-mail: _____

Indiana Housing and Community Development Authority

Multi-Family Housing Utilities Form

Development Name: _____

Building Identification Number(s) (BIN): _____

HOME / CDGB / Trust Fund: Award # _____

1. Utilities

	Gas	Electric	Oil	L.P.	Other	Owner Paid	Tenant Paid
Unit Heat							
Water Heating							
Cooking							
Unit Electric							
Water Service							
Sewer							
Trash Removal							

*Please mark the appropriate boxes

1. Utility Allowance Documentation

The maximum allowable rent calculations include costs to be paid by the tenant for utilities including: heat, lights, water, sewer, oil, gas, or trash removal where applicable. Utilities do not include telephone or cable television.

Utility allowances should be calculated as follows:

1. RHCDS (FmHA) regulated buildings must use RHCDS approved utility allowances.
2. HUD regulated buildings must use HUD approved utility allowances.
3. HUD and RHCD buildings must use RHCD approved utility allowances.
4. Units with Section 8 subsidy through certificates or vouchers must use the PHA Section 8 existing utility allowances for those tenants. Non-Section 8 units must follow number 5 below.
5. All other buildings must use the PHA local utility allowances or local utility company data if it is requested. If local utility company data is obtained, the Owner must use the information, provided it is not an RHCD (FmHA) or HUD regulated building.

Utility allowances need to be updated when area median incomes are revised since they are included in the maximum allowable rent calculations. Any changes in the utility allowance impacts the net chargeable rent to the tenant.

When a new utility allowance is used, rents must be recalculated within ninety (90) days of the effective date.

NOTE: This form must be submitted every year with the Owner Certification of Compliance. If information on this form changes during the compliance period of the project, then the owner must submit a revised form. However, documentation supporting the utility allowance used to calculate rent must be submitted every year with the Owner Certification of Compliance to IHCD.

The following documents will need to be mailed by hard copy to the Indiana Housing and Community Development Authority Office at:

**30 South Meridian Street, Suite 1000
Indianapolis, IN 46204**

- ____ 1. Completed Certification of Compliance – signed by an authorized signatory and notarized**
- ____ 2. Completed Development and Building Information Form**
- ____ 3. Annual Monitoring Fee in the amount listed above (*Please enclose copy of check*)**
- ____ 4. Supporting Documentation for Utility Allowance**
- ____ 5. Signed copy of this receipt**

(Tax Credits First Year Reporting)

If this is the initial year of certification, the following information must also be submitted to IHCD:

- ____ 6. Affirmative Fair Housing Marketing Plan (*For properties with 5 or more IHCD HOME Funded units*)**
- ____ 7. A Copy of Completed and Signed IRS Form 8609 for each Building (*Part II 7a – 10d of Form 8609*)**
- ____ 8. Property Directional Form**
- ____ 9. Authorized Signatory Form**

Affirmative Fair Housing Marketing Plan

U.S. Department of Housing and Urban Development
Office of Fair Housing and Equal Opportunity

OMB Approval No. 2529-0013
(exp. 11/30/2006)

1a. Applicant's Name, Address (including city, state & zip code) & Phone Number	1c. Project/Application Number	1d. Number of Units
	1e. Price or Rental Range From \$ To \$	1f. For Multifamily Housing Only <input type="checkbox"/> Elderly <input type="checkbox"/> Non-Elderly
	1g. Approximate Starting Dates (mm/dd/yyyy) Advertising	
	Occupancy	

1b. Project's Name, Location (including city, State and zip code)	1h. Housing Market Area	1i. Census Tract
	1j. Managing/Sales Agent's Name & Address (including City, State and Zip Code)	

2. Type of Affirmative Marketing Plan (check all that apply) <input type="checkbox"/> MFH Plan <input type="checkbox"/> New <input type="checkbox"/> Updated <input type="checkbox"/> SFH Plan <input type="checkbox"/> White (non-minority) Area <input type="checkbox"/> Minority Area <input type="checkbox"/> Mixed Area (with _____ % minority residents)	3. Direction of Marketing Activity (Indicate which group(s) in the housing market area are least likely to apply for the housing because of its location and other factors without special outreach efforts) <input type="checkbox"/> White <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Families with Children
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4a. Marketing Program: Commercial Media (Check the type of media to be used to advertise the availability of this housing)

☐ Newspapers/Publications
 ☐ Radio
 ☐ TV
 ☐ Billboards
 ☐ Other (specify)

Name of Newspaper, Radio or TV Station	Group Identification of Readers/Audience	Size/Duration of Advertising

4b. Marketing Program: Brochures, Signs, and HUD's Fair Housing Poster

(1) Will brochures, letters, or handouts be used to advertise? ☐ Yes ☐ No If "Yes", attach a copy or submit when available.

(2) For project site sign, indicate sign size _____ x _____; Logo type size _____ x _____. Attach a photograph of project sign or submit when available.

(3) HUD's Fair Housing Poster must be conspicuously displayed wherever sales/rentals and showings take place. Fair Housing Posters will be displayed in the ☐ Sales/Rental Office ☐ Real Estate Office ☐ Model Unit ☐ Other (specify)

4c. **Community Contacts.** To further inform the group(s) least likely to apply about the availability of the housing, the applicant agrees to establish and maintain contact with the groups/organizations listed below that are located in the housing market area. If more space is needed, attach an additional sheet. Notify HUD-Housing of any changes in this list. Attach a copy of correspondence to be mailed to these groups/organizations. (Provide all requested information.)

Name of Group/Organization	Group Identification	Approximate Date (mm/dd/yyyy)	Person Contacted or to be Contacted
Address & Phone Number	Method of Contact	Indicate the specific function the Group/Organization will undertake in implementing the marketing program	

5. Future Marketing Activities (Rental Units Only) Mark the box(s) that best describe marketing activities to fill vacancies as they occur after the project has been initially occupied. <input type="checkbox"/> Newspapers/Publications <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> Brochures/Leaflets/Handouts <input type="checkbox"/> Site Signs <input type="checkbox"/> Community Contacts <input type="checkbox"/> Other(specify)	6. Experience and Staff Instructions (See instructions) 6a. Staff has experience. Yes No 6b. On separate sheets, indicate training to be provided to staff on Federal, State and local fair housing laws and regulations, as well as this AFHM Plan. Attach a copy of the instructions to staff regarding fair housing.
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7. **Additional Considerations** Attach additional sheets as needed.

8. **Review and Update** By signing this form, the applicant agrees to review their AFHM Plan every 5 years and update as needed to ensure continued compliance with HUD's Affirmative Fair Housing Marketing Regulations (24 CFR 200.620).

Signature of person submitting this Plan & Date of Submission (mm/dd/yyyy)

Name (type or print)

Title & Name of Company

For HUD-Office of Housing Use Only	For HUD-Office of Fair Housing and Equal Opportunity Use Only
Reviewing Official:	Approved _____ Disapproval _____ (Check One)
Signature & Date (mm/dd/yyyy)	Signature & Date (mm/dd/yyyy)
Name (type or print)	Name (type or print)
Title	Title

Public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

The Affirmative Fair Housing Marketing (AFHM) Plan is needed to ensure that insured and subsidized developers are taking necessary steps to eliminate discriminatory practices involving Federally insured and subsidized housing. No application for any housing project or subdivision insured or subsidized under the Department of Housing and Urban Development's (HUD) housing programs can be funded without an approved AFHM Plan (See the "Applicability" section in the instructions below.) The responses are required to obtain or retain a benefit under the Fair Housing Act, Section 808(e)(5) & (6) and 24 CFR Part 200, Subpart M. The form contains no questions of a confidential nature.

Applicability: This form is to be completed by all insured or subsidized: (1) multifamily projects; and (2) single-family homebuilders that can not meet at least one of the following requirements: (a) is a signatory in good standing to a Voluntary Affirmative Marketing Agreement (VAMA); (b) has a HUD approved AFHM Plan; (c) has contracted with someone to market their houses who has an AFHM Plan or is a signatory to a VAMA; or (d) can self certify compliance with HUD's AFHM Regulations, maintain records of their AFHM activities and make the records available to HUD upon request. Single-family homebuilders that can meet at least one of the above requirements can complete block 11 on form HUD-92541-Builder's Certification of Plans, Specifications, & Site instead of completing the AFHM Plan. [See HUD Mortgage Letters 1995-18 dated April 28, 1995 and 2001-09 dated April 2, 2001]

Each applicant is required to carry out an affirmative program to attract prospective buyers or tenants of all minority and non-minority groups in the housing market area regardless of their race, color, religion, sex, national origin, disability, or familial status. Racial groups include White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander. Other groups in the housing market area who may be subject to housing discrimination include, but are not limited to, Hispanic or Latino, persons with disabilities, or families with children. The applicant shall describe in the AFHM Plan the proposed activities to be carried out during advance marketing, where applicable, and the initial sales and rent-up period. The affirmative marketing program also should ensure that any group(s) of persons ordinarily **not** likely to apply for this housing without special outreach (See Part 3), know about the housing, feel welcome to apply and have the opportunity to buy or rent.

INSTRUCTIONS

Send completed form to: your local HUD Office

Attention: Director, Office of Housing

Part 1-Applicant and Project Identification. Blocks 1a thru 1f-Self-Explanatory. Block 1g-the applicant should specify the approximate date for starting marketing activities to the groups targeted for special outreach and the anticipated date of initial occupancy (if unoccupied). Block 1h-the applicant should indicate the housing market area, in which the housing will be (is) located. Block 1i - the applicant may obtain census tract location information from local planning agencies, public libraries and other sources of census data. Block 1j the applicant should complete only if a Managing/Sales Agent (the agent can not be the applicant) is implementing the AFHM Plan.

Part 2-Type of Affirmative Marketing Plan:

Applicants for multifamily housing projects should check both the MFH (Multifamily Housing) Plan and indicate the status of the AFHM Plan, e.g. new or update. As appropriate, single-family homebuilders who submit an AFHM Plan, should check the SFH (Single-family Housing) Plan box.

All Plans should indicate the racial composition of the housing market area in which the housing will be (is) located by checking one of the three choices. Single-family scattered site builder should submit an SFH Plan that reflects the racial composition of each the housing market area in which the housing will be (is) located. For example, if a builder plans to construct units in both minority and non-minority housing market areas, a separate AFHM Plan shall be submitted for each housing market area.

Part 3-Direction of Marketing Activity. Indicate which group(s) the applicant believes are least likely to apply for this housing without special outreach. Consider factors such as price or rental of housing, sponsorship of housing, racial/ethnic characteristics of housing market area in which housing will be (is) located, disability or familial status of eligible population, public transportation routes, etc.

Part 4-Marketing Program. The applicant shall describe the marketing program to be used to attract all segments of the eligible population, especially those groups designated in Part 3 of this AFHM Plan as least likely to apply. The applicant shall state: the type of media to be used, the names of newspaper/call letters of radio or TV stations; the identity of the circulation or audience of the media identified in the AFHM Plan (e.g., White, Black or African American, American Indian or Alaska Native, Asian, Native Hawaiian or Other Pacific Islander, Hispanic or Latino, persons with disabilities, and families with children) and the size or duration of newspaper advertising or length and frequency of broadcast advertising. Community contacts include individuals or organizations that are well known in the housing market area or the locality, that can influence persons within groups considered least likely to apply. Such contacts may include, but need not be limited to: neighborhood, minority and women's organizations, grass root faith-based or other community based organizations, labor unions, employers, public and private agencies, disability advocates, schools and individuals who are connected with these organizations and/or are well-known in the community. Applicants should notify their local HUD—Office of Housing of any changes to the list in Part 4c of this AFHM Plan.

Part 5-Future Marketing Activities. Self-Explanatory.

Part 6-Experience and Staff Instructions.

- 6a. The applicant should indicate whether the sales/rental staff have had previous experience in marketing housing to group(s) identified as least likely to apply for the housing.
- 6b. Describe the instructions and training provided or to be provided to sales/rental staff. This guidance to staff must include information regarding Federal, State and local fair housing laws and this AFHM Plan.

Copies of any written materials should be submitted with the AFHM Plan, if such materials are available.

Part 7-Additional Considerations. In this section describe other groups to which the housing may be marketed and efforts not previously mentioned which are planned to attract persons least likely to apply for the housing. Such efforts may include outreach activities to grass root faith-based or other community based organizations, and other ethnic groups with limited English proficiency (LEP).

Part 8-Review and Update. By signing, the applicant assumes full responsibility for the AFHM Plans implementation and required reviews and updates. HUD may monitor the implementation of this AFHM Plan at any time and request modification in its format or content, where deemed necessary.

Notice of Intent to Begin Marketing. No later than 90 days prior to the initiation of sales or rental marketing activities, the applicant of an approved AFHM Plan shall submit notice of intent to begin marketing. The notification is required by the Affirmative Fair Housing Marketing Plan Compliance Regulations (24 CFR Part 108.15). It is submitted either orally or in writing to the Office of Housing in the appropriate HUD Office servicing the locality in which the proposed housing will be located.

OMB approval of the Affirmative Fair Housing Plan includes approval of this notification procedure as part of the AFHM Plan. The burden hours for such notification are included in the total designated for this AFHM Plan form.

Property Directional Form

Please complete one directional form for each property.

Building Identification Number (BIN): _____

Name of Property: _____ Contact Person at Property: _____

Address of Property: _____

City: _____ County: _____ Phone Number of Property: _____

Please provide written directions from Indianapolis to the above property:

Please provide a simple map to the property according to the directions given above: * Yahoo maps or Map quest directions are acceptable. You must verify the directions are correct.

Any additional directional information can be placed on the back of this form. Thank you for your cooperation.

Indiana Housing and Community Development Authority

Authorized Signatory Form

Only owners, partners, or members of the partnership of Low Income Housing Tax Credit (LIHTC) projects may sign documentation submitted to IHCDA regarding specific LIHTC projects. This documentation may include final application, IRS form 8609, owner re-certifications, etc.

Below is (are) the authorized signatory (signatories) for the Rental Housing Tax Credit development located at _____ in _____, IN.

Building Identification Number (BIN) _____

	Name, Title	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

If more lines are needed, please attach a separate sheet with the name, title, and signature of the owner, partner, or member.

This form is for IHCDA use only and will be used to verify signatures on documentation submitted to IHCDA.

*Note: If someone other than the owner, partner, or member will be signing the above mentioned documentation, then documentation verifying Power of Attorney or Authorization of Representation must be submitted with this form (See Appendix G of RHTC Compliance Manual).